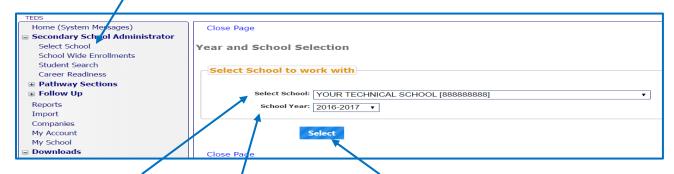
Completing Dual Credit Entry

READ EVERYTHING BEFORE YOU DO ANYTHING...

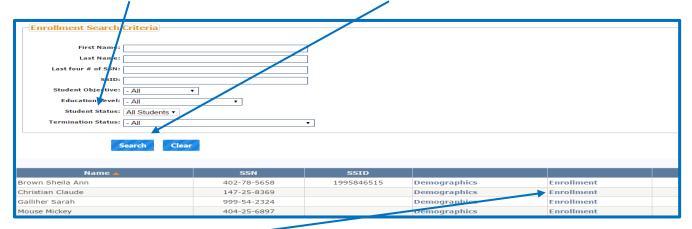
- Dual Credit is not cumulative, but by year
- Must include postsecondary institution and postsecondary hours (not HS hours)
- Login to TEDS at http://teds.ky.gov
- 2. Click on Select School



- 3. Select your "School" and "School Year". Click Select
- 4. Select the pathway section for which you want to add Dual Credit Information



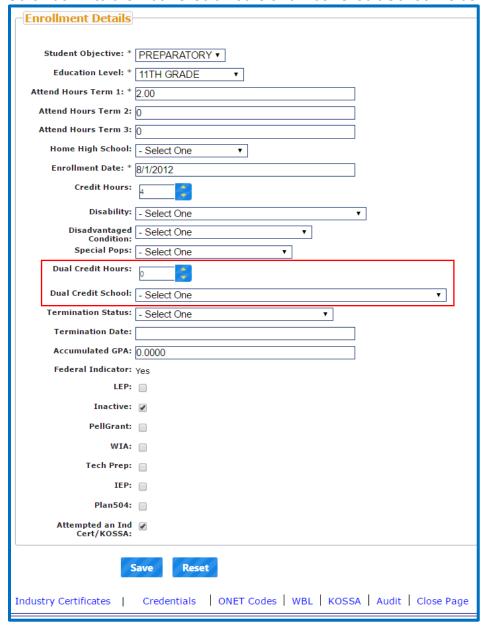
- 5. Click "Class List".
- 6. Change Student Status to All Students and click Search



7. Click on Enrollment next to the Student who has earned/is earning dual credit

READ EVERYTHING BEFORE YOU DO ANYTHING...

- Dual Credit is not cumulative, but by year
- Must include postsecondary institution and postsecondary hours (not HS hours)
- 8. Scroll down to the Dual Credit Hours and Dual Credit School fields...



- **9.** Using the dropdown menus, select the correct number of credit hours earned and the name of the postsecondary school where the dual credit ws earned.
- 10. Click the Save Button.